EDT INFORMATION

SPRING 1999 ISSUE

Drinking Water information from the California Department of Health Services Drinking Water Program

Mass Printing Forms and Preparing Forms Reports

Print Forms Reports & Analysis Forms Saved on Disk

This is the third in a series of articles about Write-On for Windows 95. In this issue we describe procedures for printing forms reports and for mass printing forms saved previously to disk.

Mass printing allows you to print all of the forms stored in one or more compressed data files at one time. This option is useful when you are key entering large numbers of forms and don't want to interrupt entry operations to print out each form at that time. With this option, WRITE-ON can automatically print out the forms at a later time from files that you choose with little or no attention by you. Mass printing also provides an option to print out a forms report listing the forms which exist in selected files. Mass printing can be started by pressing the Mass Print Forms button on the button bar or by choosing "Mass print forms" from File Operations. The mass print Files Menu appears.

The Files Menu

The scrolling Files Menu lists all data files (i.e. res and rex files) in the defaulted paths. Across the top of the menu are option buttons for selecting which defaulted path (i.e. data, exception or EDT) will be listed below. A fourth option is provided to allow examination of any other path also.

The first time you enter the Files Menu the first option, Data file, will be selected and all data files in that path will be listed in the order that they were saved or last updated. Each file will be identified on the list by its name followed by the file's User ID name or by its system name, depending on the name format for the file. The latest input/change date and size of the file will also be displayed on the list. Files can be chosen individually for printing by clicking them. As each file is clicked, it becomes

Figure 1 - Files Menu

highlighted. The summary table shows the cumulative number of forms and pages by form type in all of the files that have been selected. If you wish to print all of the files in the path, click the Select All button. All of the files will be selected. All files can be deselected by clicking the Deselect All button. When you are ready to mass print, click the Mass Print button.

Paths

If you wish to list the files in the exception path or EDT path, click the appropriate option button at the top. If there are no files in the selected path, you will be so notified by a message box. If you want to select a non-defaulted path, click the "Other path" option button. The Path Selection dialog box appears allowing you to choose an alternative path.

Sorting

The files list can be sorted by clicking the heading buttons above the columns in the files list. Clicking on one of the heading buttons with the left mouse button will result in an ascending sort of the list according to the selected column, and a

Reporting Composited Radiological Analyses

Data Not Submitted In A Consistent Manner

In order to alleviate confusion regarding the reporting of composited Radiological analyses and what date(s) to use, the following are excerpts from the April 28, 1998 Policy Memo released by Cliff Sharpe, Chief of Field Operations Branch of the Division of Drinking Water and Environmental Management Branch.

"Policy Memo 98-001 Quarterly Gross Alpha Radioactivity Compositing and Reporting to WQM.

Statement of Problem

Data from labs and water systems are not submitted in a consistent manner. Quarterly samples, just one composited sample, the average of four quarterly samples, or the average result submitted four times are the different ways the data has been submitted. There needs to be a consistent method for submittal of gross alpha radioactivity data to insure the regulations are complied with and for use in WQI3.

Policy

Four sample dates must be reported to WQM to comply with the monitoring requirements. The four dates can be reported with the actual quarterly sample result, or if the four quarterly samples are composited, the composite result can be entered for each of the four quarters."

Translation

For the sake of statewide consistency, radioactivity analyses can be reported to the Division of Drinking Water database (WQM) two ways:
1) The actual sample date for each quarter with that quarter's result. The four quarters may have different results, with four different dates. Or, if compositing four quarters,
2) The actual sample date for each quarter and the result of the total composite sample given for all four dates. All four reports will have the same result with different dates.

Printing Forms

(Continued from front)

right click will do a descending sort. For example, if you want to see the latest saved files, right-click the "Input Date" button at the top of the column. When you do so, the list will be sorted so that the newest files will be at the top of the list. The "Input Date" button color will change to light blue to indicate that the list is descend sorted according to that column. If you pressed the left button, the it would change to white to indicate that the list is ascend sorted according to that column.
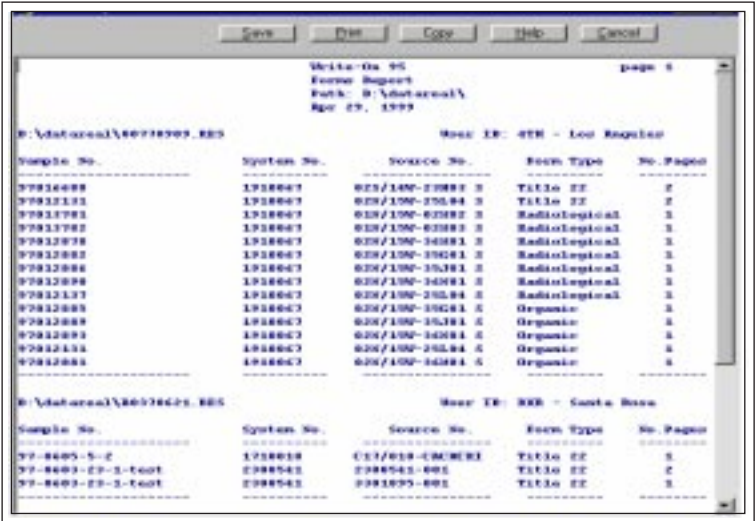
The Mass Print Operation

When you click the Mass Print button or press ALT/ M, the standard Windows print dialog box appears. With this dialog window you can set the printer properties, direct the mass print operation to a specific printer and choose the number of copies of the

at the top of the screen shows the progress of the mass print operation.

Preparing a Forms Report

A summary report of the forms in the selected files can be prepared by clicking the Forms Report button or pressing ALT/ F. Several minutes might be required to prepare the report if many files and forms are involved. The progress bar at the top of the screen shows the progress of the report preparation. When all of the data has been recovered for the selected files, the report is displayed in the Forms Report window (Figure 2). The report identifies each file, its User ID, and it lists each form in the file, showing the sample number, system number, source number, form type, and number of pages. Again, the files are listed in the report in the order they are sorted on the files list.

name" field and type in the new name. When you are satisfied with the settings, press the Save button to save the form under the selected name at the indicated path.

The forms report can be printed by clicking the Print button. When you choose to print the report, the Windows print dialog box will appear. From this dialog box you can select a printer, set its properties, and choose the number of copies of the form to print. When you have set up the printing conditions, press the OK button to print the report.

When you click the Copy button, the forms report is copied to the Windows Clipboard. From the Clipboard, the report can be pasted into other applications such as word processors.■

Figure 2 - Forms Report

forms to print. The first page printed is a summary report which lists all of the selected files, the number of each type of form in each file, and the number of pages that will be produced. The forms will then be printed in the order that their files are listed. You can control this order by sorting the files as explained above. If for any reason you wish to cancel the print job, select in the following order the Windows "Start", "Settings", "Printer", "Files", "Purge Print Jobs". The progress bar

To save the forms report to disk as a text file, click the Save button at the top of the Forms Report window. The standard Windows file save dialog box will appear. The initial path is shown at the top of the box in the "Save in" field. This field defaults to the currently active data path. If you wish to save the form to another path, click the down arrow on the right side of the field. An Explorer-type listing of the available drives and directories appears from which you can select the desired destination of your form. The default file name under which the document will be saved, as shown in the "File name" field, is "FormRep" followed by the month and day (e.g. "FormRepJun07"). If you wish to change the name, click in the "File

On Site Training To Use Write-On
Have Staff Will Travel

Staff from the Drinking Water Program are avaliable for training and discussions at your job site for Write-On related software problems. The areas of discussion, for example, could include software operation, data entry, saving results, and reporting and transmission of the information to the State.

We are asking that you call if you currently use or anticipate using the software in the very near future, and are interested in having State personnel visit your company. Contact Anthony Meeks at (916) 445-9083 or by email at::

edt@dwemb.dhs.cahwnet.gov

Please provide a list of issues that you want to discuss with us. You will be contacted with a date and time mutually agreeable.

DELIVERY AND CHANGE OF ADDRESS
ARE WE LOOKING FOR YOU?

Mail to: Anthony Meeks
Drinking Water Technical Programs Branch
Data Management Unit
P.O. Box 942732
Mail Station 92

☐ New request
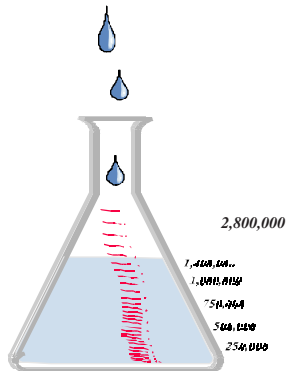☐ Change of address

Fax to: (916) 445-8878

Email: edt@dwemb.dhs.cahwnet.gov

Name: _____
Company: _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email Address: _____

WE'RE ELECTRONIC!
You'll find us on the INTERNET at:
http://www.dhs.cahwnet.gov /ps/ddwem/index.htm

2,800,000

1,400,00.
1,001,013
750,964
500,000
250,000

Over Two Million Eight Hundred Thousand EDT Analyses Received!